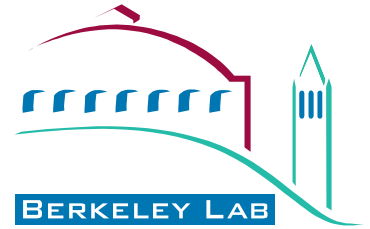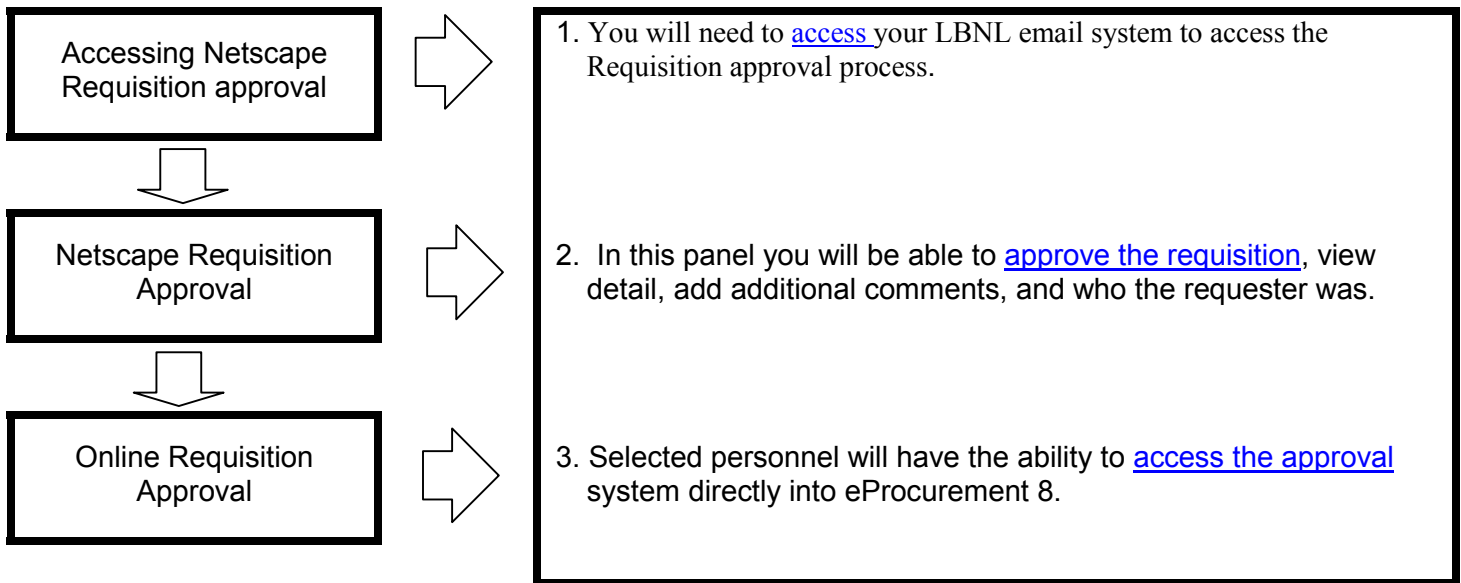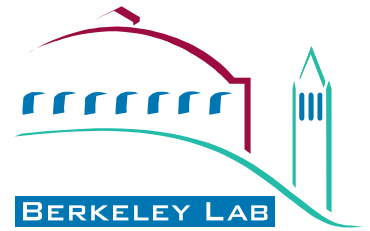# How do I Approve Requisitions?

Following these steps will enable you to approve requisitions in Netscape or eProcurement.

| Accessing Netscape Requisition approval	⇨	1. You will need to access your LBNL email system to access the Requisition approval process.
Netscape Requisition Approval	⇨	2. In this panel you will be able to approve the requisition, view detail, add additional comments, and who the requester was.
Online Requisition Approval	⇨	3. Selected personnel will have the ability to access the approval system directly into eProcurement 8.

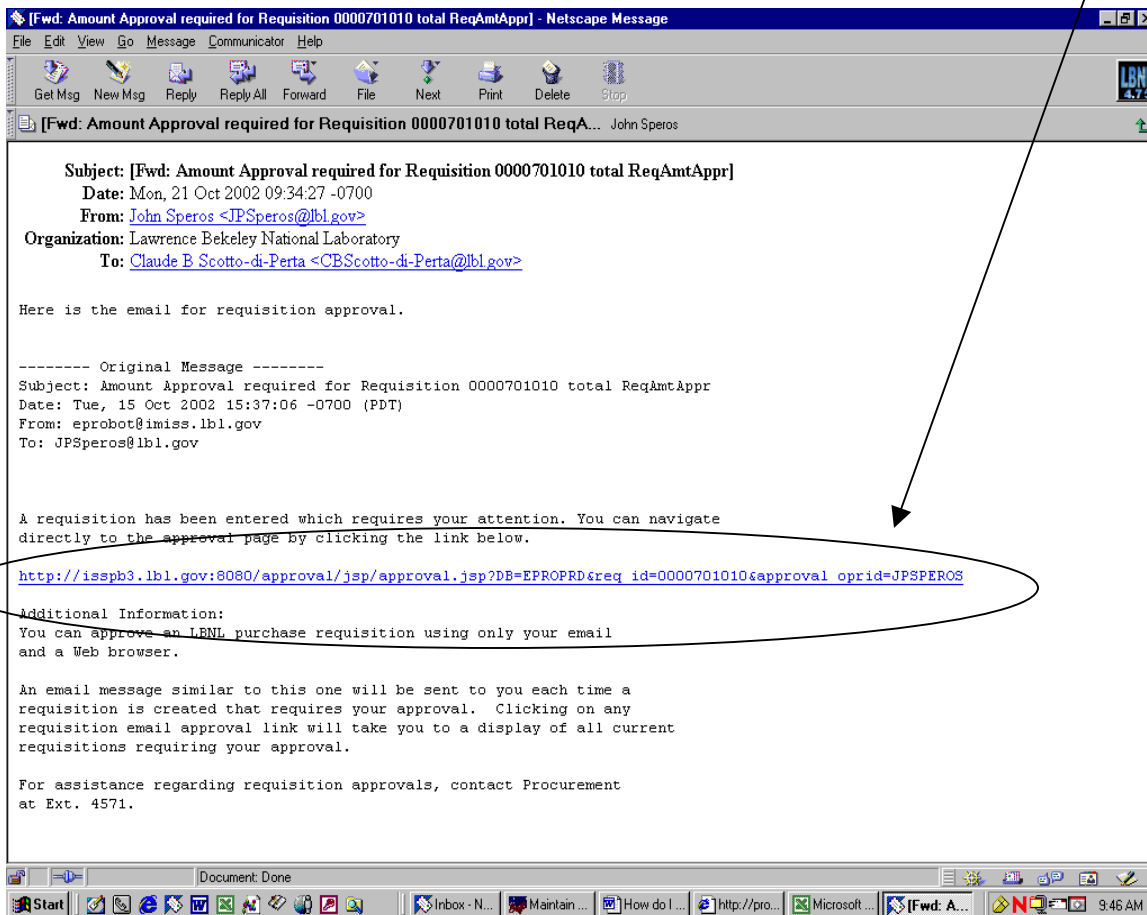# How do I Approve Requisitions?

Step 1: Email Notification

➢ Access your email account as usual.

➢ As an approver you will be notified of all requisitions in your queue for approval.

➢ Click on the specific email notification to access the requisition approval panel.
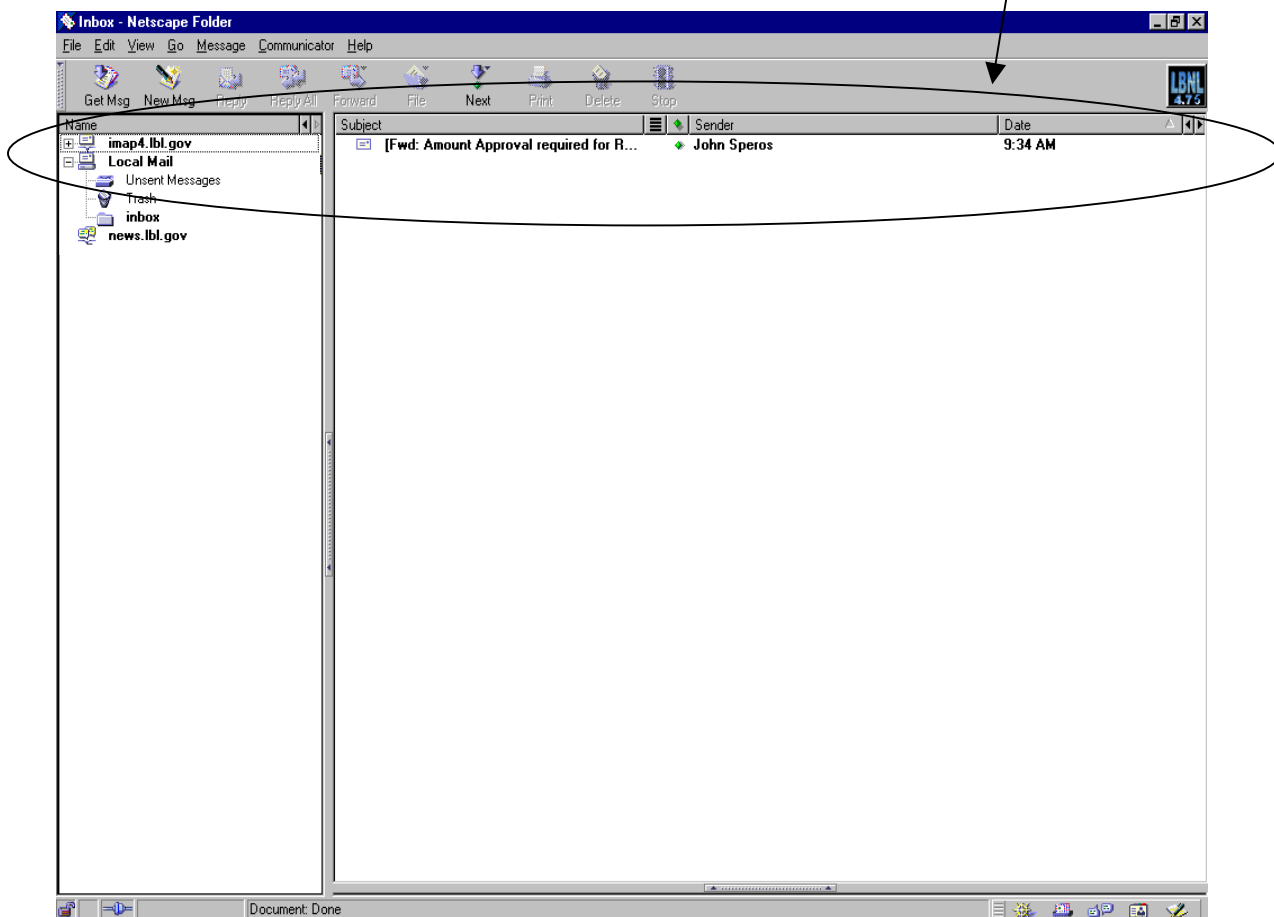
How do I Approve Requisitions?

➢ Your email panel will open to this view.
➢ Double-click the shaded Hyperlink and the requisition approval panel will open.

[Fwd: Amount Approval required for Requisition 0000701010 total ReqAmtAppr] - Netscape Message

File Edit View Go Message Communicator Help

Get Msg   New Msg   Reply   Reply All   Forward   File   Next   Print   Delete   Stop

[Fwd: Amount Approval required for Requisition 0000701010 total ReqA... John Speros

Subject: [Fwd: Amount Approval required for Requisition 0000701010 total ReqAmtAppr]
Date: Mon, 21 Oct 2002 09:34:27 -0700
From: John Speros <JPSperos@lbl.gov>
Organization: Lawrence Bekeley National Laboratory
To: Claude B Scotto-di-Perta <CBScotto-di-Perta@lbl.gov>

Here is the email for requisition approval.

-------- Original Message --------
Subject: Amount Approval required for Requisition 0000701010 total ReqAmtAppr
Date: Tue, 15 Oct 2002 15:37:06 -0700 (PDT)
From: eprobot@imiss.lbl.gov
To: JPSperos@lbl.gov

A requisition has been entered which requires your attention. You can navigate
directly to the approval page by clicking the link below.

http://isspb3.lbl.gov:8080/approval/jsp/approval.jsp?DB=EPROPRD&req_id=0000701010&approval_oprid=JPSPEROS

Additional Information:
You can approve an LBNL purchase requisition using only your email
and a Web browser.

An email message similar to this one will be sent to you each time a
requisition is created that requires your approval. Clicking on any
requisition email approval link will take you to a display of all current
requisitions requiring your approval.

For assistance regarding requisition approvals, contact Procurement
at Ext. 4571.

Document: Done

Start   Inbox - N... Maintain ... How do I ... http://pro... Microsoft ... [Fwd: A...   9:46 AM

How do I Approve Requisitions?

Step 2: Requisition Approval

The link will take you into the eProcurement 8 panels for approval. As the approver you will see the following information

➢ Requesters Name
➢ Requisition Number
➢ Project Number
➢ Amount

As the approver you will have the option to Approve or Deny the requisition. You can also add your comments. Should you deny the requisition, the requisition will be returned to the Preparer.

➢ Click the "**Submit**" button when complete.

How do I Approve Requisitions?
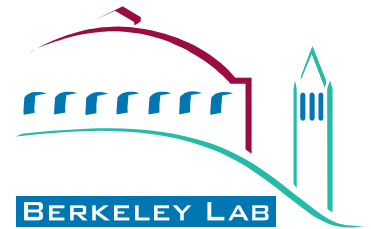
Step 3: Online ePro 8 Approval

Follow step 1 to access the hyperlink, selected EH&S & Budget personnel will approve requisitions within the eProcurment 8 system.

By clicking on the hyperlink the system will require you to log into the eProcurement 8 systems with your User ID and Password. Once you've successfully entered the system it will bring you to the requisition approval page for that unique requisition.

➢ You can view information about the requisition by clicking on the hyperlink "View Subject Details"

Click on the Approve or Deny button. If you choose to enter a comment, enter it in the comment field and click either Approved or Deny.